

**TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: February 16, 2021 Time: 7:00 P.M.**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - 1. RCMP
 - 2. Meadowlark Trail – Janet Richter
- E. MINUTES**
 - 1. Minutes from February 01, 2021 Council meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO Report
- H. OLD BUSINESS**
 - 1. None
- I. NEW BUSINESS**
 - 1. Business License
- J. COMMUNICATION / INFORMATION**
 - 1. Cheque Listing
 - 2. Skateboard Park – Updated Information
 - 3. Public Participation at Council meetings
 - 4. Emergency Response Plan - Update
- K. FOLLOW-UP/ACTION & STATUS**
 - 1. Motion Tracking Sheet
- L. PUBLIC INPUT**
 - 1. Please fill in the question sheets with all information fields completed.
Your questions will be answered by the appropriate person.
- M. CLOSED SESSION**
 - 1. Land
- N. ADJOURN.**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
February 01, 2021
Virtual Council Meeting (due to COVID restrictions)
MGA: Section 199

ATTENDANCE

As per Section 199(1) of the Municipal Government Act, a Council meeting may be conducted by means of electronic communication. Notice of the electronic version was provided to the public including the way in which it was to be conducted.

As per Section 199(2) of the Municipal Government Act, Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

| | |
|---------------|---------------------------------------|
| Mayor: | Frank Friesen |
| Deputy Mayor: | Kim Schmaltz |
| Councillors: | Debbie Day, Jim Bryson, Tracy Shields |
| CAO: | Barrie Hutchinson |

CALL TO ORDER

The meeting was called to order by Mayor Friesen at 7:01 pm.

Mayor Friesen announced there would be no public input at this meeting.

AGENDA

- (i) Adopt Agenda
 - Addition of New Business Item I-2: Fibre Optics
 - Addition of Communication Item J-4: Emergency Response Plan
 - Addition of Closed Session Item M-1: Labour
 - 021:21 Moved by Councillor Day to adopt the Agenda as amended
- CARRIED

PRESENTATIONS

- (i) None

MINUTES

- (i) Minutes from January 25, 2021 Regular Council meeting
 - 022:21 Moved by Councillor Bryson to accept the Minutes of the Regular Meeting of Council for January 25, 2021, as presented.
- CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Atco Gas Franchise Agreement Renewal
023:21 Moved by Deputy Mayor Schmaltz to approve a Franchise Fee percentage for 2021 at 11.18%, payable to the Town of Irricana, and to direct Administration to renew the Natural Gas Franchise Agreement between the Town of Irricana and Atco Gas and Pipelines Ltd. for a period of 10 years.
CARRIED
- (ii) Fibre Optics
024:21 Moved by Council Bryson to direct Administration to investigate options for Tether Fibre Optics servicing Irricana, and bring the information back to Council at the March 15, 2021 meeting.
CARRIED

COMMUNICATION/INFORMATION

- (i) Skateboard Park
CAO Barrie Hutchinson provided Information to Council
- (ii) Recap of Information from the Jan 25 Council meeting (laptops, 2019 FCSS funds, Meeting with Beiseker CAO/FCSS Coordinator)
- (iii) Town of Irricana Donation Fund = \$2,755.02
- (iv) Emergency Response Plan
Councillor Shields asked for an update

FOLLOW-UP/ACTION & STATUS

PUBLIC INPUT

- (i) Due to the online format of the Council meeting, Residents were asked for written questions to be submitted to Town Administration electronically prior to the Council meeting.

Mayor Friesen reminded viewers there would be no public input at this time, with updates to follow at the next Council meeting.

CLOSED SESSION

- (i) Closed to Public at 7:36 pm
025:21 Moved by Mayor Friesen to go into Closed Session at 7:36 pm to discuss items of which disclosure may be harmful to the interests of a third party, as per Section 16(1) of the FOIP act.

- (ii) Open to Public
026:21 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:06 pm.

ADJOURN

- (i) Adjournment
027:21 Moved by Mayor Friesen to adjourn the meeting at 8:06 pm.

Mayor Frank Friesen

Barrie Hutchinson
Chief Administrative Officer



Chief Administrative Officer Report
Review of January 26, 2021 to February 16, 2021

Public Works

Public Works have been keeping up with general maintenance and cleaning of Town buildings and equipment. Kebota has had some repairs to the blade, they are currently waiting on parts for replacing cutting edges and backing plates on the Willi equipment.

A Public Works employee will be starting his Weed Course next week.

Water/Sewer:

With the recent severe cold weather, there have been three reported potential frozen water lines from homeowners who had no water. Upon inspection, it was determined the supply line into these homes froze, thereby stopping the flow of water. Heaters helped to resolve this.

Public Works have been closely monitoring overnight water usage and have seen no spikes, which could represent a possible leak. Several times, the numbers have hit zero.

Lagoon treatments have been completed regularly.

Obtained new tools for potential Hydrant repairs, as the current tools are worn out.

Roadways/Sidewalks:

Recent snowfall on Feb 5th left a few inches, with Public Works clearing the main routes and public sidewalks. Sanding of icy roadways, intersections public sidewalks have been ongoing.

Parks & Recreation:

There is a layer of snow cover on the ice rink, and due to the recent severe cold being in the -30's, is pending clearing until the temperature warms, and is safe to be outdoors for a prolonged period of time.

Community Facilities:

Furnaces at the Community Hall have been serviced recently.

Development & Planning:

Met with one of the land owners and his representatives for the land located East of Town to discuss future development.

Economic Development & Tourism:

FINANCE

Utilities:

- Outstanding Utilities = \$52,329 (all Arrears)
- Reminder Letters will be mailed as per Utility Penalty Bylaw 04:2016
- The next billing cycle will be for the period January / February and reads will be conducted the end of Feb.

Taxes:

- Outstanding Taxes = \$139,246.00
- Reminder Letters were mailed on February 8, 2021

Property Assessments:

- Both Wild Rose Assessment Services and the Alberta Government have sent to the Town the Property and Linear Assessment data files. These will be uploaded to our Tax Module, processed and Property Assessments should be in the mail by mid February.

Pet & Business License Invoices

- There are a number of Pet and Business License Invoices still outstanding, which were due by January 31st. Reminder letters were mailed with requests for updates on the status of Pets and Businesses for renewing in 2021.

| CURRENT ACCOUNTS | | | |
|------------------------------------|---------------|-----------------|---|
| Account Name | Number | Currency | Available Balance |
| Business Account | | CAD | 402,743.64 (incl Grants not yet transferred) |
| SAVINGS ACCOUNTS | | TOTAL | |
| T Bill Savings Account (MSI) | | CAD | 148,215.83 |
| T Bill Savings Account (Land sale) | | CAD | 71,368.65 |
| T Bill Savings Account (BMTG) | | CAD | 69,746.63 |
| | | TOTAL | 289,331.11 |

Barrie Hutchinson
CAO Irricana

Town of Irricana

Cheque Listing For Council

2021-Feb-10
10:47:22AM

| Cheque | | | | | Invoice | Cheque |
|----------|------------|------------------------------------|--|--|---|-----------|
| Cheque # | Date | Vendor Name | Invoice # | Invoice Description | Amount | Amount |
| 20210049 | 2021-01-26 | Alberta Queens Printer | E206719 | PAYMENT PUBLIC SALE OF LAND PUBLISH | 21.00 | 21.00 |
| 20210050 | 2021-01-26 | Algae Control Canada | INV-20244 | PAYMENT BUGJUICE SLUDGE REDUCTION | 8,690.85 | 8,690.85 |
| 20210051 | 2021-01-26 | All-Weld Construction Ltd. | 555 | PAYMENT CONTRACT SNOW REMOVAL LA | 1,950.38 | 1,950.38 |
| 20210052 | 2021-01-26 | DN Holdings | 10218 10219 10220 | PAYMENT SERVICE EMERGENCY GENERA SERVICE PORTABLE GENERATC REPLACED BLOCK HEATER ON I | 1,053.24 904.22 933.45 | 2,890.91 |
| 20210053 | 2021-01-26 | Jade Cleaning Services | 2281 | PAYMENT CLEANING TOWN OFFICE & COM | 378.00 | 378.00 |
| 20210054 | 2021-01-26 | | NOV 4 2020 | PAYMENT MARKET EVALUATIONS | 525.00 | 525.00 |
| 20210055 | 2021-01-26 | | DEC 2020 | PAYMENT CONTRACT SNOW REMOVAL 24 | 735.00 | 735.00 |
| 20210056 | 2021-01-26 | Municipal Information Systems Inc. | 20201858 20201863 | PAYMENT TRAINING CREATE FINAL PAY P TRAINING | 236.25 315.00 | 551.25 |
| 20210057 | 2021-01-26 | RADARSCAN CANADA INC | C20-115 | PAYMENT GROUND PENETRATING RADAR | 1,929.90 | 1,929.90 |
| 20210058 | 2021-01-26 | Receiver General RP0001 | NOV 2020 | PAYMENT NOVEMBER 2020 | 8,875.68 | 8,875.68 |
| 20210059 | 2021-01-26 | Receiver General RP0002 | NOV 2020 | PAYMENT NOVEMBER 2020 | 2,427.44 | 2,427.44 |
| 20210060 | 2021-01-26 | Scase & Partners | 7864 7865 | PAYMENT 2019 AUDIT ACCOUNTING AND RECONCILIA | 16,695.00 19,356.75 | 36,051.75 |
| 20210061 | 2021-01-27 | Receiver General RP0001 | DEC 2020 | PAYMENT DECEMBER 2020 | 8,241.90 | 8,241.90 |
| 20210062 | 2021-01-27 | Receiver General RP0002 | DEC 2020 | PAYMENT DECEMBER 2020 | 2,596.54 | 2,596.54 |
| 20210076 | 2021-02-04 | Field Law | 573563 | PAYMENT LEGAL SERVICES 2020 | 917.18 | 917.18 |
| 20210077 | 2021-02-04 | UFA CO-OPERATIVE LIMITED | SOINV1213877 | PAYMENT CASTER SWVL W/BRAKE SWEEI | 71.38 | 71.38 |
| 20210078 | 2021-02-04 | Acme Farm & Building Centre | 2101-161607 2101-161686 2101-161968 2101-162137 2101-162517 2101-162871 | PAYMENT SHOP SUPPLIES BULBS FOR BUILDINGS SNOW SHOVEL 24" PARTS FOR ZAMBONI RINK & S LIGHT BULBS FOR BUILDINGS CLEANER ENGINE BRITE GEL GI | 56.10 99.08 72.42 47.54 74.72 8.91 | 358.77 |
| 20210079 | 2021-02-04 | AMSC Insurance Services Ltd. | 21ADMINFEES- 38290A | PAYMENT ADMIN FEES MAKING PAYMENT FIRST INSTALLMENT INSURANC | 25.00 10,075.94 | 10,100.94 |
| 20210080 | 2021-02-04 | Aqua 7 Regional Water Commission | 2021-04 | PAYMENT JANUARY 2021 WATER | 21,686.96 | 21,686.96 |
| 20210081 | 2021-02-04 | CBSC CAPITAL INC | 7833011 | PAYMENT CANON COPIER LEASE JAN 1 - F | 831.14 | 831.14 |
| 20210082 | 2021-02-04 | ENVIRONMENTAL 360 SOLUTIONS LTD | GG0000031026 | PAYMENT JANUARY 2021 GARBAGE / REC | 9,053.89 | 9,053.89 |

Town of Irricana

Cheque Listing For Council

2021-Feb-10
10:47:22AM

| Cheque # | Date | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|---------------------------------------|---------------|------------------------------|----------------|---------------|
| 20210083 | 2021-02-04 | Hach Sales & Service Canada LP | | PAYMENT | | 201.60 |
| | | | 241472 | DPD FREE BULK DISPENSER & F | 201.60 | |
| 20210084 | 2021-02-04 | Irricana Family Restaurant & Lounge | | PAYMENT | | 25.00 |
| | | | COVID CASH | COVID CASH BUY BACK | 25.00 | |
| 20210085 | 2021-02-04 | Lions Park Computers Ltd. | | PAYMENT | | 198.74 |
| | | | LPC3071 | MONTHLY MONITORING JANUAF | 198.74 | |
| 20210086 | 2021-02-04 | Municipal Information Systems Inc. | | PAYMENT | | 1,715.00 |
| | | | 20201805 | JANUARY 2021 SUPPORT | 857.50 | |
| | | | 20202052 | FEBRUARY 2021 SUPPORT | 857.50 | |
| 20210087 | 2021-02-04 | Praxair | | PAYMENT | | 448.82 |
| | | | 60877967 | TANK LEASE CURLING RINK AM | 448.82 | |
| 20210088 | 2021-02-04 | Receiver General RP0001 | | PAYMENT | | 13,602.62 |
| | | | JAN-2021 | | 13,602.62 | |
| 20210089 | 2021-02-04 | Receiver General RP0002 | | PAYMENT | | 2,564.22 |
| | | | JAN-2021 | | 2,564.22 | |
| 20210090 | 2021-02-04 | Red Line Truck & Trailer services Ltd | | PAYMENT | | 19.08 |
| | | | 0000156360 | DRAIN VALVE / WEATHER STRIF | 19.08 | |
| 20210091 | 2021-02-04 | Rocky View County | | PAYMENT | | 20,676.34 |
| | | | IVC0000001154 | FIRE SERVICES 1ST QUARTER F | 20,676.34 | |
| 20210092 | 2021-02-04 | Rural Municipalities of Alberta | | PAYMENT | | 2,171.42 |
| | | | AB039700 | PARTS FOR HYDRANT 2ND STRI | 945.90 | |
| | | | AB041170 | FIRE HYDRANT PARTS 2ND STR | 380.55 | |
| | | | AB042288 | ADIM SUPPLIES SETTING UP SA | 303.79 | |
| | | | AB042505 | HYDRANT REPAIR 2ND STREET | 402.50 | |
| | | | AB042566 | BOOKSHELF FOR SAM | 93.75 | |
| | | | AB042963 | OFFICE SUPPLIES | 41.90 | |
| | | | AB043344 | OFFICE SUPPLIES RUBBER BAN | 3.03 | |
| 20210093 | 2021-02-04 | super save disposal | | PAYMENT | | 1,041.00 |
| | | | 1225860 | 6YD BINS JANUARY 2021 | 520.50 | |
| | | | 1230297 | 6YD BIN FEBRUARY 2021 | 520.50 | |
| 20210094 | 2021-02-04 | Superior Truck Equipment Inc | | PAYMENT | | 926.10 |
| | | | 16934S | 12 NEW BLUE RECYCLE BINS RE | 926.10 | |
| 20210095 | 2021-02-04 | Supreme Monitoring | | PAYMENT | | 333.74 |
| | | | SP-276596 | OFFICE MON / COMM CENTER B | 333.74 | |
| 20210096 | 2021-02-04 | Telus Communications Inc. | | PAYMENT | | 80.89 |
| | | | JAN 23-2021 | SINGLE LINE PW SERVICE JAN ; | 80.89 | |
| 20210097 | 2021-02-04 | Tractorland | | PAYMENT | | 988.05 |
| | | | CT118202 | SIDE BY SIDE PLOW PARTS | 988.05 | |
| 20210098 | 2021-02-04 | Wild Rose Assessment Service | | PAYMENT | | 2,537.40 |
| | | | 8113 | PROGRESS PAYMENT FOR JAN | 1,268.70 | |
| | | | 8147 | PROGRESS PAYMENT FEBRUAF | 1,268.70 | |
| 20210099 | 2021-02-04 | Wise Electrical Ltd. | | PAYMENT | | 407.53 |
| | | | 196 | SERVICE CALL IRRICANA REC C | 407.53 | |

Total 166,823.41

*** End of Report ***

Communication / Information

February 16, 2021

Skateboard Park

A meeting is scheduled for Friday February 12, 2021 with Administration and members of the Community to discuss the creation of a proposed Skateboard Park in Irricana. Initial funding from donations.

Public Participation Inquiry

At the February 1, 2021 Regular Meeting of Council, the Public Input Portion of the meeting was suspended, with the Mayor requesting Administration contact Municipal Affairs.

Municipal Affairs advised that should Council choose to include a public participation portion during a meeting, these could be in the form of written questions being forwarded to the Town ahead of time, thereby, allowing both Council and Administration the opportunity to research appropriately and respond.

Questions should also be based solely on municipal operations. Should there be questions asked at a meeting, these may be deferred by the Chair for response by Administration during business hours.

Currently the Town has a Bylaw in place that allows for public participation, Council Procedural Bylaw #001:2021, Part IV, Section 50 and 51, which states:

The open forum shall be for a maximum total of twenty (20) minutes in length, unless extended by Council to allow members of the public present at the meeting to address Council.

Council and/or the CAO will address questions arising from the open forum of the meeting in progress. Any member of the public may submit 1 written question on one topic. They will be allowed 1 follow up question on the same topic.

Emergency Response Plan

As requested by Councillor Shields at the February 1st Council meeting, Administration has conducted an initial review of the Town's Emergency Response Plan and Emergency Management documentation. These files were also reviewed and some updated in 2019 / 2020.

Administration will continue to work towards formalizing a report for Council once a review of the documentation and confirmation of committee members has been completed.